



Baltimore City Department of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: DENTAL ASSISTANT (BOARD QUALIFIED)

SALARY: \$24,756 – \$28,596 **GRADE:** 78

CLOSING DATE: Continuous Recruitment - November 3, 2006 is the last day to file an application.

POSITION: A Dental Assistant (Board Qualified) assists dental professionals and staff in the examination and treatment of patients and in the administration of a dental program.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have current qualification as a Dental Assistant to provide chair side assistance for a general dental practice in Maryland;

AND

Have Certification as a Dental Radiation Technologist by the Maryland Board of Dental Examiners;

AND

Have graduated from an accredited high school or possess a GED certificate;

AND

Have two years of experience as a dental assistant.

NOTE: Employees must maintain current Certification as a Dental Radiation Technologist while employed as a board Qualified Dental Assistant with Baltimore City.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The certification, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

NOTE: YOUR CERTIFICATION MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.

62425 (080404) 78 U (3) Q
KR/mb POSTED: 08/14/06

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Health Department
Human Resources
210 Guilford Avenue
Baltimore, Maryland 21202



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202